

**UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE**  
**DISTRICT OF KANSAS**



**INSTRUCTIONS FOR TRAVEL REQUESTS**

The District of Kansas prohibits travel out of the State of Kansas during the initial 60 days of supervision. Exceptions to this rule will be made only on a case-by-case basis, with regard to emergency and business related travel. After the initial 60 day period, all travel outside the district requires authorization from the U.S. Probation Office, regardless of whether it is a business or pleasure trip. Please keep in mind that travel is a privilege and is contingent on full compliance with your conditions. In general, travel for recreational purposes will be restricted when:

- a person is noncompliant with the court-ordered payment plan; or
- a person will incur out-of-pocket expenses associated with the proposed travel.

Funds for recreational travel should ordinarily be applied to court-ordered obligations in lieu of travel.

When requesting travel, it is necessary that you submit a written travel itinerary at least fourteen (14) days prior to the departure date for domestic travel; or at least sixty (60) days prior to the departure date for international travel. International travel requires Court approval. The attached Request For Permission to Travel forms are to be used and must include the following:

- a) Departure and return dates.
- b) Purpose of trip.
- c) Means of travel: flight or bus information; or make, color, and license plate of automobile.
- d) Name(s) and relationship of traveling companion(s).
- e) Where you will be staying: name of relative, friend, hotel, address, and telephone number. If you will be staying at different locations on different nights, it is necessary that you provide specific information with regard to each location.

Once the request has been submitted and the travel approved, a permit may be issued either by mail, or you may be required to pick it up at the U.S. Probation Office. If issued, it is important that you keep the travel permit with you at all times during your travel. Other districts have specific requirements when individuals under supervision travel into their district. Therefore, there may be occasions when you are expected to report in person to the U.S. Probation Office in the district to which you are traveling. **Upon your return please submit verification of your travel (Example: Hotel, Gasoline Receipt).**

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